

## **DEPARTMENT OF CONSUMER AFFAIRS**

### **AMENDMENTS TO THE CONFLICT OF INTEREST REGULATIONS**

#### **ORDER OF ADOPTION**

**Amend section 3830 of Division 38 of Title 16 of the California Code of Regulations to read as follows:**

**3830. General Provisions.**

The Political Reform Act Government Code sections 81000, et seq., require state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Department of Consumer Affairs.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction. (Gov't. Code Section 81008.) Upon receipt of the statement of the Director and members of the boards, commission, committees and subcommittees, the agency shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

Note: Authority cited: Sections 87300, 87306 and 87307, Government Code. Reference: Sections 87300-87302 and 87306, Government Code.

## **DEPARTMENT OF CONSUMER AFFAIRS**

### **PROPOSED AMENDMENTS TO THE CONFLICT OF INTEREST REGULATIONS**

#### **Appendix**

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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#### **Administration Executive Offices**

Director .....	1
Chief Deputy Director.....	1
Deputy Director, Board Relations .....	1
Assistant Deputy Director, Board Relations.....	1
Deputy Director, Bureau Oversight.....	1
Chief, Interdepartmental Relations .....	1
Associate Governmental Program Analyst.....	1

#### **Communications and Education Division**

Deputy Director .....	1
Information Officer II.....	1

#### **Consumer Relations and Outreach Division**

Deputy Director .....	1
Chief, Consumer Information Center.....	3,4,5
Manager, Consumer Information Center .....	3,4,5
Manager, Consumer Relations Unit .....	3,4,5
Manager, Management Support Unit.....	3,4,5
Chief, Arbitration Certification Program .....	7,8,11
Chief, Complaint Mediation Program.....	3,4,5
Managers, Field Offices of the Complaint Mediation Program .....	3,4,5

#### **Division of Administration and Technology**

Deputy Director .....	1
Chief, Office of Administrative Services.....	5
Fiscal Officer, Fiscal Operations Office .....	5
Accounting Administrator II .....	5
Accounting Administrator I, Cashiering/Payroll .....	5

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Staff Admin. Analyst, Accounts Receivable/Revenue .....	5
Accounting Administrator I, General Ledger .....	5
Staff Admin. Analyst, Calstars .....	5
Accounting Administrator I, Accounts Payable .....	5
Staff Services Manager II, Budget Office .....	5
Staff Services Manager, Business Services Office .....	5
Associate Governmental Program Analyst .....	5
Staff Services Analyst .....	5
Staff Services Manager, Facilities and Planning Unit .....	5
Business Services Assistant.....	5
Business Services Officer .....	5
Associate Space Planner .....	5
Associate Business Management Analyst.....	5
Staff Services Manager, Contracts Unit .....	5
Associate Governmental Program Analyst.....	5
Staff Services Analyst .....	5
Business Services Officer, Purchasing Unit .....	5
Business Services Assistant.....	5
Business Services Officer .....	5
Office Services Supervisor, Support Services Unit .....	5
Office Services Supervisor .....	5
Assistant Information Systems Analyst.....	5
Manager, Office of Human Resources.....	5
Labor Relations Specialist, Labor Relations Office .....	5
Staff Services Manager II, Training and Consulting Office .....	5
Chief Information Officer, Office of Information Services.....	5
Section Chiefs .....	5
Team Supervisors.....	5

### **Energy Unit**

Chief.....	9
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### **E-Government and Special Programs Division**

Chief.....	9
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<u>Designated Employees</u>	<u>Disclosure Categories</u>
<b><u>Equal Employment Opportunity Office</u></b>	
Chief .....	5
<b><u>Office of Examination Resources</u></b>	
Staff Services Manager III, Chief.....	5
Personnel Selection Consultant II, Testing and Measurement Specialist .....	5
Staff Services Manager I, Operational Manager.....	5
Staff Information Systems Analyst (Specialist), Administrative Support .....	5
Testing Validation and Development Specialist II, Testing and Measurement Specialist.....	5
Test Validation and Development Specialist I, Testing and Measurement Specialist.....	5
Staff Services Analyst, Test Validation and Development Specialist .....	5
<b><u>Information Security Office</u></b>	
Chief .....	9
<b><u>Internal Audit Office</u></b>	
Chief .....	9
Senior Management Auditor .....	9
Associate Management Auditors.....	9
<b><u>Division of Legal Affairs</u></b>	
Deputy Director .....	1
Supervising Counsel .....	1
Staff Counsel.....	1
Coordinator, Dispute Resolution Office.....	1
<b><u>Legislative and Regulatory Review Division</u></b>	
Deputy Director .....	1
Assistant Deputy Director .....	1
Manager .....	1
<b><u>Policy, Research &amp; Planning Division</u></b>	

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Chief.....	1
Staff Services Manager II .....	1
Research Program Specialist II .....	1

### **Office of Privacy Protection**

Chief.....	9
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### **All Members and Executive Officers of Boards Including But Not Limited to the following Boards:**

#### **California Board of Accountancy**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11
Chief of Enforcement.....	7,8,9,11
Supervising Investigative CPA .....	7,8,9,11

Members of the following committees:

Qualifications Committee .....	7,8,11
Administrative Committee.....	7,8,11
Report Quality Monitoring Committee .....	7,8,11

#### **Acupuncture Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11

#### **California Architects Board**

Board Members .....	7,9,11
Executive Officer.....	7,9,11
Assistant Executive Officer.....	7,9,11
Staff Services Analyst, Administration .....	7,9,11
Associate Governmental Program Analyst, Enforcement Officer.....	7,9,11
Associate Governmental Program Analyst, Enforcement Analyst.....	7,9,11
Associate Governmental Program Analyst, Exam Program Analyst .....	7,9,11
Staff Services Analyst, Written Exam Coordinator .....	7,9,11
Management Services Technician, Oral Exam Coordinator .....	7,9,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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Staff Services Manager I, Landscape Architects Technical Committee, Program Manager.....	7,9,11
Staff Services Analyst, Enforcement Coordinator.....	7,9,11
Staff Services Analyst, Exam Coordinator.....	7,9,11
Architect Consultant.....	7,9,11

Members of the following committees:

Professional Qualifications Committee .....	7,8,11
Examination Committee .....	7,8,11
Regulatory and Enforcement Committee .....	7,8,11
Communications Committee .....	7,8,11
Landscape Architects Technical Committee Education Subcommittee 7.8.11	

**State Athletic Commission**

Commission Members.....	7,9,10,11
Executive Officer.....	7,9,10,11
Chief Inspector.....	7,9,10,11
Assistant Chief Inspector.....	7,9,10,11

**Board of Barbering and Cosmetology**

Board Members .....	7,8,9,10,11
Executive Officer.....	7,8,9,10,11
Assistant Executive Officer.....	7,8,9,10,11
Manager, Administration Section .....	7,8,9,10,11
Manager, Enforcement Section.....	7,8,9,10,11
Supervising Inspector III, Inspection Section .....	7,8,9,10,11
Supervising Cosmetology Examiner, Examination Section .....	7,8,9,10,11
Manager, Operations .....	7,8,9,10,11

**Board of Behavioral Sciences**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Staff Manager I/Staff Manager II.....	7,8,9,11

**Contractors' State License Board**

Board Members .....	7,8,9,11
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<u>Designated Employees</u>	<u>Disclosure Categories</u>
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Registrar .....	7,8,9,11
Chief Deputy Registrar (CEA) .....	7,8,9,11
Staff Counsel.....	7,8, 9, 11
Chief, Administration Division.....	9
Manager, Business Services Payables .....	9
Associate Governmental Program Analyst.....	9
Business Services Officer .....	9
Business Services Assistant .....	9
Associate Governmental Program Analyst B Management Analysis .....	9
Staff Services Analyst B Management Analysis .....	9
Chief, Enforcement Division .....	7,9,11
Enforcement Supervisors I & II .....	7,9,11
Enforcement Representatives I & II .....	7,9,11
Consumer Service Representatives.....	7,9,11
Manager, Enforcement Analytical Support and Training.....	7,9,11
Associate Governmental Program Analyst.....	7,9,11
Staff Services Analyst.....	7,9,11
Chief, Licensing Division .....	7,9,11
Manager, License Management/Processing Unit .....	7,9,11
Chief, Office of Public Information .....	7,9,11
Information Officer I.....	7,9,11
Legislation Coordinator (CEA) .....	7,9,11
Manager, Testing Division .....	7,9,11
Personnel Selection Consultant II	
Examination Development/Maintenance .....	7,9,11
Staff Services Analyst .....	7,9,11
Associate Information Systems Analyst (Sup.)	
Examination Administration .....	7,9,11
Staff Services Analyst .....	7,9,11

### **Court Reporters Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11

### **Dental Board of California**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11
Supervising Investigator II .....	7,8,9,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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Supervising Special Investigator I .....	7,8,9,11
Enforcement Supervisor (Staff Services Manager I) .....	7,8,9,11
Diversion Evaluation Committee Members.....	9
Members of the Committee on Dental Auxiliaries.....	7,8,11
Executive Officer .....	7,8,9,11
Staff Services Analyst .....	7, 8, 9, 11

Members of the following subcommittees of the Committee on Dental Auxiliaries:

RDA Written Test Construction Subcommittee .....	7, 8, 11
RDA Practical Examination Subcommittee .....	7, 8, 11
RDH Examination Subcommittee.....	7, 8, 11
EF Examination Subcommittee .....	7, 8, 11

**Board for Geologists and Geophysicists**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Members of the Examining Committee .....	7,8,9,11

**State Board of Guide Dogs for the Blind**

Board Members .....	7,9,11
Administrative Assistant .....	7,9,11

**Medical Board of California**

Board Members .....	7,8,9,11
Executive Director .....	7,8,9,10,11
Deputy Executive Director .....	7,8,9,10,11
Chief of Legislation .....	7,8,9,10,11
Medical Director .....	7,8,9,10,11
Legal Counsel.....	7,8,9,10,11

**Enforcement**

Chief of Enforcement .....	7,8,9,10,11
Deputy Chief of Investigations and Enforcement .....	7,8,9,10,11
Deputy Chief of Enforcement, Field Operations .....	7,8,9,10,11
Supervising Investigator II .....	7,8,9,10,11
Medical Consultant .....	7,8,9,10,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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## **Licensing**

Chief of Licensing .....	7,8,9,11
Medical Consultant .....	7,8,9,11

## **Division of Administration**

Program Manager .....	7,9,11
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## **Diversion Evaluation Committee**

Members.....	9
Diversion Program Administrator .....	9

Information Systems Branch Program Manager .....	9
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## **Occupational Therapy Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Staff Services Analyst.....	7,8,9,11

## **Board of Optometry**

Board Members .....	7,8,9,10,11
Executive Officer.....	7,8,9,10,11
Enforcement Coordinator .....	7,8,9,10,11
Associate Governmental Program Analyst - Licensing Coordinator.....	7,8,9,10,11
Associate Governmental Program Analyst B Enforcement .....	7,8,9,10,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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### **Osteopathic Medical Board**

Board Members .....	7,8,9,11
Executive Director .....	7,8,9,11
Special Consultant .....	7,8,9,11

### **Board of Pharmacy**

Board Members .....	7,8,9,10,11
Executive Officer.....	7,8,9,10,11
Assistant Executive Officer.....	7,8,9,10,11
Supervising Inspector.....	7,8,9,10,11
Inspector .....	7,8,9,10,11

### **Physical Therapy Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Associate Governmental Program Analysts .....	7,8,9,11

### **Physician Assistant Committee**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Associate Governmental Program Analysts .....	7,8,9,11

### **Board of Podiatric Medicine**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Associate Governmental Program Analyst.....	7,8,9,11

### **Board for Professional Engineers and Land Surveyors**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11
Senior Engineering Registration Examiner .....	7,9,10,11
Land Surveyor Consultant.....	7,9,11
Technical Advisory Committee Members .....	7,8,9,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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### **Board of Psychology**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11

### **Board of Registered Nursing**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11
Supervising Nursing Education Consultants .....	7,8,9,11
Nursing Education Consultants .....	7,8,9,11
Diversion Evaluation Committee Members.....	7,8,9,11
Diversion Program Manager .....	7,8,9,11
Enforcement Program Manager.....	7,8,9,11
Manager, Licensing and Administrative Services.....	7, 8,9,11
Manager, Licensing Standards and Evaluation; Advanced Practice .....	7, 8,9,11

### **Respiratory Care Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11

### **Speech-Language Pathology and Audiology Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Associate Governmental Program Analyst.....	7,8,9,11
Staff Services Analyst.....	7,8,9,11

### **Structural Pest Control Board**

Board Members .....	7,8,9,11
Registrar .....	7,8,9,11
Assistant Registrar.....	7,8,9,11
Chief Enforcement Officer.....	7,8,9,11
Pest Control Specialist.....	7,8,11
Disciplinary Review Committee Members .....	7,8,9,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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### **Veterinary Medical Board**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Registered Veterinary Technician Committee Members.....	7,8,11
Drug and Alcohol Diversion Evaluation Committee Members .....	9
Program Manager .....	9

### **Board of Vocational Nursing and Psychiatric Technicians**

Board Members .....	7,8,9,11
Executive Officer.....	7,8,9,11
Assistant Executive Officer.....	7,8,9,11
Supervising Nursing Education Consultants .....	7,8,9,11
Nursing Education Consultants .....	7,8,9,11
Staff Services Manager .....	7,8,9,11

### **All Bureau Chiefs and Deputy Bureau Chiefs, Including But Not Limited to the following Bureaus:**

#### **Bureau of Automotive Repair**

Bureau Chief .....	7,9,10,11
Deputy Chief, Smog Check Operations and Engineering Services Division .....	7,9,10,11
Staff Services Manager II, California Smog Check Program.....	7,9,10,11
Supervising Air Quality Engineer, Smog Check Operations .....	7,9,10,11
Staff Services Manager I, Contracts Management Unit .....	7,9,10,11
Deputy Chief, Consumer Assistance and Administration Division .....	7,9,10,11
Program Manager II, Consumer Assistance Program.....	7,9,10,11
Staff Services Manager I, Administrative Support Services.....	7,9,10,11
Associate Governmental Program Analyst, Contracts .....	7,9,10,11
Staff Services Analyst, Contracts .....	7,9,10,11
Staff Services Analyst, Purchasing.....	7,9,10,11
Office Technician, Contract and Purchasing Support 7,9,10,11	
Deputy Chief, Field Operations and Enforcement.....	7,9,10,11
Program Manager II, Vehicle Documentation Program .....	7,9,10,11
Program Manager II, Smog Check Field Operations Program .....	7,9,10,11
Program Manager I, Enforcement Operations Headquarters .....	7,9,10,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Program Manager I, Field Operations (North) .....	7,9,10,11
Program Manager I, Field Operations (South) .....	7,9,10,11
Program Manager II, Automotive Repair Program.....	7,9,10,11
Program Manager I, Auto Body Program .....	7,9,10,11
Program Manager I, Field Operations (North) .....	7,9,10,11
Program Manager I, Field Operations (South) .....	7,9,10,11

### **Cemetery and Funeral Bureau**

Chief.....	7,9,11
Deputy Chief .....	7,9,11
Supervising Governmental Auditor .....	7,9,11
General Auditor III .....	7,9,11
General Auditor II .....	7,9,11
Field Representatives .....	7,9,11
Associate Governmental Program Analyst.....	7,9,11

### **Bureau of Security and Investigative Services**

Bureau Chief .....	7,8,9,11
Deputy Chief .....	7,8,9,11
Alarm Company Disciplinary Committee Members.....	7,8,9,11
Private Security Operator Disciplinary Committee Members .....	7,8,9,11

### **Bureau of Home Furnishings and Thermal Insulation**

Bureau Chief .....	7,9,10
Manager, Laboratory and Field Operations.....	7,9,10
Manager, Research and Development, and Thermal Insulation Program .....	7,9,10
Manager, Enforcement and Compliance .....	7,9,10
Supervising Chemist .....	7,9,10

### **Bureau of Electronic and Appliance Repair**

Bureau Chief .....	7,9,11
Program Manager .....	7,9,11
Staff Services Manager I (Policy, Licensing, Administration).....	7,9,11

### **Bureau of Hearing Aid Dispensers**

Chief.....	7,8,9,11
Hearing Aid Dispensers Examining Committee Members.....	7,8,9,11

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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### **Bureau for Private Postsecondary & Vocational Education**

Chief .....	7, 8, 9, 11
Deputy Bureau Chief .....	7, 8, 9, 11
Private Postsecondary Education Administrator .....	7, 8, 9, 11
Private Postsecondary Education Senior Specialist.....	7, 8, 9, 11
Private Postsecondary Education Specialist.....	7, 8, 9, 11
Staff Services Manager III, Administrative Services Unit .....	7, 8, 9, 11
Staff Services Manager I .....	7, 8, 9, 11

### **Bureau of Telephone Medical Advice Services**

Chief .....	7,8,9,11
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### **Division of Investigation**

Chief .....	2,3, 4,5,11
Deputy Chief .....	2,3, 4,5,11
Supervising Investigator II.....	2,3, 4,5,11
Staff Services Manager .....	9

### **Consultants \***

\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The (chief executive officer) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The (chief executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

### **Disclosure Categories**

For purposes of the following, "business position" means status as a director, officer, partner, trustee, employee, or holder of a position of management in any business

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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entity.

Category 1

Designated officials or employees assigned to this category must report:

All sources of income, interests in real property, investments in and business positions in business entities.

Category 2

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and sources of income from a business entity if, within the previous four years, the Department of Consumer Affairs has taken any civil or administrative action against such entity, or has intervened in such action.

Category 3

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from a business entity or profession where the business entity or profession is regulated by any licensing agency within the Department of Consumer Affairs.

Category 4

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from, an educational institution or continuing education provider of the type to offer programs which qualifies a person for licensing or qualifies for continuing education credit by any of the licensing agencies in the Department of Consumer Affairs.

Category 5

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from a business entity if, within the previous two years, the entity is of the type

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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which has contracted to provide goods or services to the Department of Consumer Affairs or any of the licensing agencies within the department.

Category 6

Designated officials or employees assigned to this category must report: Interests in real property, investments and business positions in, and any income from a business entity where the entity is engaged in the manufacturing, wholesaling or retailing of any equipment or product required to be approved or meet standards set by any licensing agency within the Department of Consumer Affairs.

Category 7

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from, a business entity or profession where the business entity or profession is regulated by the official's or employee's licensing agency.

Category 8

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from, an educational institution or continuing education provider where the institution or provider offers programs or courses qualifying for licensing or continuing education credit by the official's or employee's licensing agency.

Category 9

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from, a business entity if, within the previous two years, the entity is of the type which has contracted with the official's or employee's immediate employer to provide goods or services.

Category 10

Designated officials or employees assigned to this category must report:

<u>Designated Employees</u>	<u>Disclosure Categories</u>
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Interests in real property, investments and business positions in, and any income from, a business entity where the entity is engaged in the manufacturing, wholesaling, or retailing of any equipment or product required to be approved or meet standards set by the official's or employee's licensing agency.

Category 11

Designated officials or employees assigned to this category must report:

Interests in real property, investments and business positions in, and any income from, a business entity or professional association where the members are regulated by the official's or employee's licensing agency.